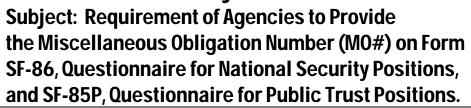


U.S. Department of Agriculture Personnel Security Bulletin #03-03





United States Department of Agriculture

Office of the

Subject: Agei

Agencies are required to provide their Miscellaneous Obligation Number (MO#) when submitting Form SF-86, Questionnaire for National Security Positions, and SF-85P, Questionnaire for Public Trust Positions, to the Personnel

and Document Security Division (PDSD).

Assistant Secretary For Administration

Office of Procurement and

Property Management

Personnel and Document Security

Division
Mail Stop 9305

1400 Independence Avenue SW

Washington, DC 20250-9305

Issue:

e: Presently, agencies are only required to provide their

Accounting Data and Agency Case Number in Part 1, block O, of the SF-86 and SF-85P. The National Finance Center (NFC) has determined that in addition to the

Accounting Data and Agency Number, the MO# is needed to properly charge USDA agencies/staff offices for the cost of

their background investigations.

Date Issued: May 1, 2003

Effective Date: May 1, 2003

Scope and Effect: This is an internal advisory document for use by USDA

personnel involved in implementing USDA's personnel

security program.

Supersession: This Bulletin does not supercede any previous guidance

issued.

New Procedure: Effective May 1, 2003, USDA agencies and staff offices must provide the

MO#, along with the Accounting Data and Case Number, in Part 1, block O of the SF-86 and SF-85P. The MO# will expedite NFC's

payment process.

Exception(s) to

this Procedure: None.

Background: In an effort to improve the efficiency of processing payments for USDA's

background investigations, NFC informed PDSD that the MO# is needed, in addition to the Agency Data and Agency Case Number, to provide a more efficient method for processing payment for investigative services.

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